**UNK Academic IT Committee - Meeting Minutes**  
November 1, 2013 @ 8 a.m.  
Mitchell Center Conference Room  

Members Present: Deb Schroeder, Janet Wilke, Nanette Hogg, Noah Rogoff, Scott Fredrickson, Brenda Eschenbrenner and new student representative Courtney Raike.  

Absent: Jimmy Young, Susan Mueller  

Nanette Hogg was elected chair. Scott Fredrickson is filling in as temp secretary for this meeting.  

Megan Fryda was contacted by Nanette to answer questions about the participation of faculty in Digital Measures and Nanette received no response. Deb will contact Charlie and inform him we are not receiving answers. **Update: Immediately after the meeting, Nanette received an email containing Digital Measures information from Ms. Fryda**

Dropbox is a personal storage option, but its use is NOT recommended for university-related business. It is good policy to NOT mix personal and work-related storage and there are security concerns with Dropbox storage. Box, another storage solution, is a Net Plus service through Internet2 and makes sense for storage of large quantities of dat. UNK will not implement Box at this time. Network storage is still available for faculty. Network storage is backed up weekly. Backup media is stored off-site for disaster recovery purposes. If faculty would like network storage, they should contact the helpdesk.  

20 faculty have been selected for MacBook Air training which starts 14 November. There are other sessions planned.  

There will be iPads available for student check out for next semester.  

Deb meets with the Lecture capture committee on Friday afternoon. A recommendation will be forwarded to Vice Chancellor Bicak to license Echo 360, one of four lecture capture solutions reviewed by the committee and ITS staff. Camtasia Relay, similar to Snagit, requires considerable work by faculty. Annual licensing costs for Tegrity exceed $70,000. Media Site and Echo 360 offered the desired functionality and more reasonable pricing. Both allow for automated recording (you can set it up to turn on at, say, 11:15 and record automatically for an hour, etc.) in the classroom and then integrate the recording with Blackboard. Echo 360 can also record “in office” and integrate with Blackboard. Media Site costs a minimum of $12,000 per classroom while Echo 360 costs $3,900 for each classroom. Echo 360 “charges” only for each student viewing the recording, not students assigned to the classes. A student viewing recordings in several different classes is only counted as one viewing. We will probably settle on 1,000 viewers.
Echo 360 is a site license for the first year. UNMC has been using it for several years and they are very happy with it. It captures audio and what is on the screen. It will NOT capture white boards. It will capture smartboards and video conferencing.

Noah asked if there are some classes not suited to lecture capture. Deb noted it is NOT a requirement to use lecture capture, but it would be an option. UNMC uses it all the time in physician training. Closed captioning is an issue, but only if a class has a student requiring an accommodation. Echo 360, by the time we implement it, will support Macs in the classroom; currently it is Windows only. Courtney said students will not expect it for all classes, but will enjoy it.

Deb is visiting with business and finance and student affairs about Disaster Recovery and Business Continuity preparedness. Janet is concerned about planning for the library. Deb will visit with her about it.

The NSS tech coordinator resigned. The helpdesk is working with critical tech issues for the college and the "minor" items are in a queue. The Library and Student Affairs techs also recently resigned. Business & Finance just hired a new tech coordinator.

Gloria Mason has retired. October 30 was her last day in the office.

There is nothing to report about moving students to Office 360. Students are not satisfied with the current email solution because they cannot read mail on their smart phone unless it is forwarded to a different email account. It was noted that UNK email is the “official” communication channel for all students and they should check it often even if it is not their primary email.

The fiber from Kearney to Lincoln is not yet live. We are waiting for the end site equipment. The fiber is tested and ready to use.

The Information Security Assessment Report for the UNK campus had not been received as of November 1, 2013.

Microsoft will terminate Windows XP support on April of 14. If you have a device with the XP operating system, you should consider replacing the hardware. Updates will no longer be provided by Microsoft for Windows XP, which could result in security vulnerabilities.

The next meeting is December 6.

Approved 5 Nov 13

Respectfully Submitted,
Scott Fredrickson, Temporary AIT Secretary